Help Desk (515)281-6506
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Client Report Instructions- For Lobbyists

Primary responsibility for filing the Client Report rests with the client; however, a lobbyist may file the report on behalf of a client.

HOW TO ELECTRONICALLY FILE THE CLIENT REPORT

Client Report Filed by Lobbyist:

- Enter your userid and password on the Lobbyist Online Filing page of the Iowa General Assembly website. Once inside, click on **File Client Report**, complete and submit report.
- To view your filed report go to the Iowa General Assembly website, www.legis.iowa.gov, click on the **Lobbyist Information** tab, click on the **Lobbyist Reports** link along the left-hand side of the screen, then click on the **Client Reports** link and then scroll down and click on your organization's name to display the client report.

Information Required to Complete the Client Report

- Be prepared to review and update client information
- The fee, salary, or retainer paid to a lobbyist, firm, or partnership
- Expenses reimbursed to a lobbyist, firm, or partnership
- The total amount paid to a lobbyist, firm, or partnership

Tips on Completing the Client Report

- The General Assembly Client Report asks for the **TOTAL** amount paid to a lobbyist, lobbying partnership, or firm for lobbying in Iowa. This includes **100%** of payments made for lobbying **BOTH** branches of Iowa government.
- When a client pays a partnership or firm for lobbying instead of directly paying an individual lobbyist, list the name of the partnership or firm and the amounts paid to the partnership or firm. Below the name of the partnership or firm list the names of the firm's lobbyists. You do not need to apportion the payment to the individual lobbyists in the partnership or firm.
- Any person or entity listed as a client of a registered lobbyist is required to file a report even if the amount paid to the lobbyist was $0.